



***Civil Engineering***

***ENVIRONMENTAL QUALITY***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction provides guidance to achieve and sustain Environmental Quality at Duke Field by supporting 919th Special Operations Wing Environmental Programs. It establishes responsibilities and procedures to support compliance with such programs as well as compliance with environmental laws and regulations. This instruction implements Air Force Policy Directive 32-70, *Environmental Quality*.

***SUMMARY OF REVISIONS***

This Operating Instruction has been completely revised. Changes reflect new information published in the updated references, changes AFDTC to reflect AAC, restructured and renumbered most of the paragraphs and attachments. Updates the new location of accumulation points and types. An \* indicates revision from the previous edition.

**\*1. Responsibilities.**

\*1.1. 919th Special Operations Wing Environmental Manager:

\*1.1.1. Serves as a liaison between Air Armament Center, Environmental Management Directorate (AAC/EM), 919th Special Operations Wing (919 SOW), and Air Force Reserve Command, Environmental Compliance (AFRC/CCEV).

\*1.1.2. Responsible for the management of the 919 SOW environmental compliance program.

\*1.1.3. Supports the Air Force Environmental Compliance Assessment and Management Program (ECAMP) activities.

\*1.1.4. Serves as the 919 SOW environmental coordinator.

\*1.1.5. Monitors Environmental Impact Analysis Process (EIAP) in support of wing construction activities.

\*1.1.6. Provides environmental guidance and instructions to all units within the 919 SOW.

**\*1.2. Groups, Squadrons, and Flight Commanders:**

\*1.2.1. Support environmental stewardship.

\*1.2.2. Responsible for compliance with all applicable environmental laws and regulations.

1.2.2.1. Apply environmental awareness to daily activities while making sound decisions that will not harm human health, the environment, and will not degrade training and mission.

\*1.2.2.2. Develop and sustain a positive and proactive approach toward environmental issues in the workplace throughout an outreach program. An outreach program includes but is not limited to commander's calls, posters, pamphlets, and squadron recognition.

\*1.2.2.3. Incorporate environmental analysis throughout the training cycle (assessment, mission planning, mission execution, and after action).

\*1.2.2.4. Request Hazardous Materials that are utilized in your organization through the Hazardous Material Issue Point (HAZMAT Issue Point) located in Bldg 3032. Contact the HAZMAT Issue Point for more guidance.

\*1.2.3. Support 919 SOW environmental programs.

\*1.2.3.1. Appoint Squadron Environmental Focal Points (SEFP) (primary and alternate) to represent their organization. Forward appointment letter to 919 SOW/EM not later than 31 Jan of every year. Example of appointment letter is found in Attachment 2.

**\*1.3. Squadron Environmental Focal Points:**

\*1.3.1. Assist in managing environmental protocols that pertain to their work centers.

\*1.3.2. Assist the Wing Environmental Manager ensuring compliance with environmental laws and regulations.

\*1.3.3. Is the focal point in preparing and assisting your organization to ensure environmental standards are integrated into every phase of deployments or exercises. All environmental planning will be approved by 919 SOW/EM.

**\*1.4. Shop Supervisors:**

\*1.4.1. Responsible for the day-to-day compliance with all applicable environmental laws and regulations within the shop.

\*1.4.2. Ensure all shop personnel are up-to-date with all the required environmental training.

\*1.4.2.1. Identify personnel needing training.

\*4.2.2. Maintain training records.

\*1.4.3. Develop and communicate a positive and proactive commitment to environmental protection to his/her subordinates.

\*1.4.4. Identify the environmental risks associated with shop tasks and take actions to minimize such risks.

\*1.4.5. Integrate environmental considerations into shop activities.

\*1.4.6. Support 919 SOW environmental programs.

**\*1.5. Shop Personnel:**

\*1.5.1. Responsible for obtaining the appropriate environmental training prior to working with hazardous materials, hazardous waste or operating any equipment that can potentially discharge any hazardous pollutants to any media (air, water, soil).

\*1.5.2. Responsible for maintaining operating records.

\*1.5.3. Identify the environmental risks associated with any assigned tasks and take actions to minimize such risks.

\*1.5.3.1. Good housekeeping.

\*1.5.3.2. Equipment/area routine inspections to ensure proper operation.

\*1.5.3.3. Equipment preventative maintenance.

\*1.5.3.4. Use of protective equipment (when required).

\*1.5.4. Integrate environmental considerations into daily activities.

\*1.5.5. Support 919 SOW environmental programs.

**\*2. 919 SOW Environmental Programs:**

\*2.1. Pollution Prevention.

\*2.2. Hazardous Waste Management.

\*2.3. Air Quality.

\*2.4. POL Storage Tanks.

\*2.5. Lead Base Paint Management.

\*2.6. Risk Management During Unit Training Assemblies and Exercises.

\*2.7. Special Waste Streams.

\*2.8. Spill Response.

\*2.9. Environmental Compliance Assessment and Management Program.

\*2.10. Hazard Communication Program.

**\*3. Procedures To Support 919 SOW Environmental Programs:**

\*3.1. Pollution Prevention. It means “source reduction” as defined in the Pollution Prevention Act of 1990, and other practices that reduce or eliminate the creation of pollutants. Our goal is to achieve compliance through pollution prevention. Attachment 3 contains Commander’s Pollution Prevention Checklist. Attachment 4 contains a list of materials recycled at Eglin AFB. Attachment 5 contains Building Custodians Environmental Checklist.

\*3.1.1. Each shop/office that utilizes hazardous materials shall participate in Hazardous Material Pharmacy Program.

\*3.1.1.1. Contact the Hazardous Materials Issue Point located in Bldg 3032 to establish a zone and apply for a license.

\*3.1.1.2. Provide zone code and copy of license(s) to 919 SOW/EM.

\*3.1.2. Each shop shall support reduce, reuse, and recycling activities.

\*3.1.2.1. If you feel that hazardous material usage is high for your shop, consider submitting a request for a Pollution Prevention Opportunity Assessment study to 919 SOW/EM for concurrence. 919 SOW/EM will forward validated request to AAC/EMCP.

\*3.1.2.2. Consider purchase of recycled or recyclable material whenever possible.

\*3.1.2.3. Consider substituting non-hazardous materials for hazardous materials whenever possible.

\*3.1.2.4. Recycle. Encourage use of recycling receptacles that have been placed in the facility.

\*3.1.2.5. Conduct solid waste dumpster (brown-waste and green-cardboard dumpsters) surveys

to evaluate and measure the recycling support by the building occupants (Building Custodian responsibility).

\*3.1.3. Each shop/office shall maintain all the equipment in good operating conditions.

\*3.1.4. Recommended Pollution Prevention Training. Detailed information about these training courses is found in Attachment 6.

\*3.1.4.1. Pollution Prevention Program Operations and Management (ENV 022).

\*3.1.4.2. Control of Environmental Pollution (SETC49037C).

\*3.1.5. Petroleum Oil and Lubricant (POL) - Uncontaminated used POL products can be recycled.

\*3.1.5.1. Used POL site is located within the chain link fence across from Bldg 3076.

\*3.1.5.2. Primary and alternate managers for POL accumulation points will be appointed in writing by commander and copy of letter forwarded to 919 SOW/EM.

\*3.1.5.3. Weekly inspections will be conducted at the POL sites. During quarterly 919 SOW/EM inspections these weekly inspections will be reviewed.

**\*3.2. Hazardous Waste Management.** Hazardous waste can be any solid, liquid, semi-solid or contained gaseous material which is “discarded as excess or after serving its intended purpose,” if the waste is an unknown, then sampling must be accomplished to determine if waste is subject to regulation under the Resource Conservation and Recovery Act. A waste is subject to regulation if it exhibits any of the hazardous characteristics specified in 40 CFR 261, Subpart C (Ignitability, Corrosivity, Reactivity, or Toxicity) or if it is listed in 40 CFR 261, Subpart D. The 919 SOW complies with AAC Plan 32-5.

\*3.2.1. All personnel who handle or can be potentially exposed to hazardous waste shall know the location of authorized Initial Accumulation Points (IAP) and the 90-Day Accumulation Point(s). Attachment 8 contains a list of authorized IAP Sites and the 90-Day Accumulation Point.

\*3.2.2. All authorized accumulation points will be inspected on a weekly basis. Weekly inspection reports will be reviewed during the 919 SOW/EM quarterly assessment. Attachment 9 contains Hazardous Waste Collection Point Inspection Checklist.

\*3.2.3. Appointment letters for all IAP/90 Day Site hazardous waste managers/alternates must be signed by their commanders and forwarded to 919 SOW/EM.

\*3.2.4. Required training for all personnel who handle or can be potentially exposed to hazardous waste:

\*3.2.4.1. Hazardous Waste Resource Conservation and Recovery Act and Spill Response

Awareness training. Training is required annually. It is provided each Unit Training Assembly (UTA) or as requested. To be scheduled for class, contact your unit-training representative.

\*3.2.5. Required training for hazardous waste IAP/90 Day Site managers/alternates and co-workers who work directly with the sites:

\*3.2.5.1 Hazardous Waste and Spill Response Training. The Environmental Management (AAC/EM) at Eglin AFB provides this training. This is an annual training requirement; please contact 919 SOW/EM to be scheduled.

\*3.2.6. Hazardous Waste Manifest.

\*3.2.6.1. Hazardous Waste Manifest signed only by authorized individuals.

\*3.2.6.2. List of authorized personnel to sign manifest is located in 919 SOW/EM. Do not sign a Hazardous Waste Manifest unless approved to do so.

**\*3.3. POL Storage Tanks.** Organizations using a fuel storage tank must insure that safety, security and leakage monitoring is enforced.

\*3.3.1. Appoint a Primary and Alternate Storage Tank Monitor, letters must be signed by their commanders.

\*3.3.2. Complete a weekly operational system checklist (attachment 11).

\*3.3.3. Complete a monthly assessment (attachment 12).

\*3.3.4. A berm drain log must be maintained.

\*3.3.5. 919 SOW/EM will assess the Storage Tank operations every 90 days.

**\*3.4. Lead Base Paint Management.** The 919 SOW/EM supports and utilizes AAC Plan 32-4, Lead Base Paint Management Plan (LBP). The primary objectives of the AAC LBP are to identify through risk assessment any exposure hazards and to quickly eliminate those hazards associated with Lead Base Paint. HQ AF/CC letter dated 24 May 1993, subject, Policy Letter, Air Force Policy and Guidance on LBP in Facilities. This document requires installations to develop and implement a plan for identifying, evaluating, managing and abating LBP hazards. The following specific requirements are addressed in the AAC Plan 32-4.

\*3.4.1. Paint used in all facilities will not contain more than 0.06 percent lead by weight of nonvolatile solids.

\*3.4.2. Air Force personnel who do testing for LBP and work on painted surfaces must be trained specifically in LBP handling. This training will be handled through AAC/EM.

\*3.4.3. If Lead Base Paint is found in a facility where children reside, a toxicity investigation must be performed if children with elevated blood lead levels are identified. AAC/EM Lead Base

Paint Officer will oversee the investigation.

\*3.4.4. Any construction that will involve the disturbing of a painted surface or the repainting of a surface requires an AF 813, **Request for Environmental Impact Analysis**, to be processed prior to painting. AF Form 813 and AF Form 332, **Base Civil Engineer Work Request**, must be forwarded to 919 SOW/EM for coordination.

\*3.4.5. To assist in managing Lead Base Paint use attachment 12 checklist provided.

**\*3.5. Risk Management During Unit Training and Exercises.** Unit POC's must identify the environmental risk management by analyzing the environmental impact created during contingency operations. All personnel must integrate Operational Risk Management into the overall planning of the contingency operation for successful environmental protection.

\*3.5.1. Consult with 919 SOW/EM during all phases of deployment.

\*3.5.2. Consult with the host base Environmental offices for local, federal and state guidance particular to your deployment location.

\*3.5.3. Submit AF Form 813 for exercises or deployments when the 919 SOW is primary, not support. See attachment 14 for detailed information.

\*3.5.4. An environmental annex should be incorporated into the deployment or exercise plan to aid in risk analysis.

\*3.5.5. For additional guidance AFI 32-7006, *Environmental Program in Foreign Countries*, AFI 91-213, *Operational Risk Management (ORM) Program*, and AFPAM 91-214, *Operational Risk Management (ORM) Implementation and Execution*, are good sources.

**\*3.6. Special Waste Streams.** The Universal Waste (UW) Rule became law with the publication of the May 11, 1985, Federal Register, Volume 60, No. 91 and was adopted by the Florida Department of Environmental Protection (FDEP) in Aug 95. Universal Wastes are wastes that were previously regulated as hazardous waste. The requirements for the management and collection of UW are less stringent than hazardous waste regulations. The major benefit of managing these previously hazardous waste as Universal Waste is that Universal Waste is not counted as hazardous waste, generated by 919 SOW operations. Florida revised the requirements for handling fluorescent light bulbs and mercury containing devices. They are now regulated as Universal Waste.

\*3.6.1. Attachment 15 identifies Universal Waste.

\*3.6.2. All Universal Waste must be accompanied by a Material Safety Data sheet (MSDS).

\*3.6.3. Individuals, who wish to turn-in UW, must call 919 SOW/EM for appointment. The UW

Bldg 3034 is locked.

**\*3.7. Base Spill Response Notification.**

\*3.7.1. All spills (regardless of size) of Hazardous Material or Hazardous Waste will immediately be called into the Fire Department, per AAC Plan 32-6, para 3(3). The 919 SOW will support and utilize AAC Plans 32-5 and 32-6. When 911 is dialed at Duke Field, the Duke Field Fire Department will assist and oversee the spill clean up.

\*3.7.1.1. Personnel responsible for the spill will immediately contain the spill if safe to do so, secure the site and start cleanup actions. Personnel on spill site will assist and follow the Fire Department directions. It is each section responsibility to ensure that all personnel are instructed on their involvement in spill response and cleanup actions by section supervisors. Those individuals who have not attended training on spill clean up procedures cannot assist in any clean up actions.

\*3.7.1.2. Every organization that utilizes hazardous materials or collects hazardous waste will maintain an operational spill kit in close proximity to the hazards. Spill kits will be replenished immediately after use.

\*3.7.1.3. A spill kit will include all necessary items to contain and clean the hazardous substances utilized or collected in the individual work area. Review the Material Safety Data Sheets for your hazardous materials to establish and maintain your spill kit.

\*3.7.1.4. A sign will be posted by or with the spill kits. Spill kits will be visibly labeled "SPILL KIT," a Spill Notification Checklist (attachment 16) will be posted with the spill kit.

\*3.7.2. Responsible parties involved will complete a Spill Discharge Report (attachment 17). This report must be faxed to AAC/EM within 4 hours of spill and copy of report must be forwarded to 919 SOW/EM.

\*3.7.3. All shops that utilize Hazardous Materials or manage Hazardous Waste Accumulation Sites will have a Spill Response Plan or refer to Eglin spill plan in AAC 32-6. An example is provided in attachment 18.

\*3.7.4. Command Post (883-6701) will be notified of all spills, by the responsible party. The Command Post will notify Fire Department, Environmental, and Safety. Responsible party will notify Environmental immediately of any spills that occur after normal duty hours.

**\*3.8. Environmental Compliance Assessment and Management Program (ECAMP).** The 919 SOW, supports and falls under the internal and external AAC ECAMP. These assessments are designed in a multimedia approach, meaning an assessment team can verify compliance in Hazardous Waste Management, Pollution Prevention, Stationary Source Air Quality, Storage Tanks, and Environmental Impact Analysis Process. The 919 SOW utilizes Corp of Engineers ECAMP Team Guide and Air Force Supplements Team Guide.



\*3.8.1. All squadrons shall provide support as needed in support of AAC internal and external ECAMP.

\*3.8.2. All areas of Environmental Compliance, including Hazardous Material Handling, Storage, Air and Hazardous Communication Program will be audited.

\*3.8.3. Results of ECAMP will be forward to 919 SOW/CC for review.

\*3.8.4. Along with other checklists provided in this instruction (attachment 19), identifies areas to be considered for review concerning a Multimedia Assessment (air, water, soil). If you have created a workplace specific checklist please forward a copy to 919 SOW/EM for review and validation.

**\*3.9. Hazard Communications Program (HAZCOM).** This program applies to all work area employees using or handling hazardous materials. For more information contact Public Health or reference AFOSH Standard 161-21 or AAC 48-106, Workplace Hazard Communication Program. The 919 MDS/SGPM can assist in establishing a HAZCOM Program.

\*3.9.1. Commanders or their designated representatives will:

\*3.9.1.1. Ensure all personnel/employees will receive HAZCOM training prior to handling, using, or are potentially exposed to HAZMATS.

\*3.9.1.2. Ensure training is documented either on an AF Form 55, **Employee Safety and Health Record**, or computer generated product.

\*3.9.2. Workplace manager/supervisors will:

\*3.9.2.1. Maintain a written Hazardous Communication Program workbook.

\*3.9.2.2. Ensure that all personnel/employees are aware of the HAZCOM Program Book location.

THOMAS M. STOGSDILL, BRIG GEN, USAFR  
Commander

**\*Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION****\*References**

DOD Directive 4210.15, *Hazardous Materials Pollution Prevention*, July 1989

DOD Instruction 4120.14, *Environmental Pollution Prevention, Control and Abatement*, August 1977

AFPD 32-70, *Environmental Quality*, July 1994

AFI 23-204, *Organizational Fuel Tanks*, April 1994

AFI 32-4002, *Hazardous Material Emergency Planning and Response Compliance*, December 1997

AFI 32-7040, *Air Quality Compliance*, May 1994

AFI 32-7042, *Solid and Hazardous Waste Compliance*, May 1994

AFI 32-7044, *Storage Tank Compliance*, April 1994

AFI 32-7045, *Environmental Compliance Assessment and Management Program*, June 1998

AFI 32-7061, *Environmental Impact Analysis Process*, January 1995

AFI 32-7080, *Pollution Prevention Program*, May 1994

AAC Plan 32-4, *Lead base Paint Management Program*, Oct 2000

AAC Plan 32-5, *Hazardous Waste Management Plan*, April 1999

AAC Plan 32-6, *Oil and Hazardous Substance Pollution Contingency Plan*, February 1998

AAC Plan 32-7, *Qualified Recycling Program Management Plan*, August 1998

AAC Plan 32-9, *Hazardous Materials Management Plan*, February 2001

Code of Federal Regulation (CFR), Chapter 40

Florida Administrative Code (FAC), Chapter 62

**\*Attachment 2****EXAMPLE**

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Date

MEMORANDUM FOR 919 SOW/EM

FROM: **Your Squadron and Office Symbol**SUBJECT: **Appointment of Environmental Focal Points**

1. The following personnel are appointed as Environmental Focal Points, information listed below supports appointment,

Primary: \_\_\_\_\_ Alternate \_\_\_\_\_  
(Name) (Name)

Squadron: \_\_\_\_\_

Office Symbol: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

2. The above-appointed members will be available for meetings and support annual Environmental Compliance Assessment and Management Program Team.

SQUADRON COMMANDER'S  
Signature Block

**\*Attachment 3****COMMANDER'S  
POLLUTION PREVENTION CHECKLIST**

	YES	NO
Are there recycling bins available in office areas?	_____	_____
Are employees aware of what can be recycled?	_____	_____
Is there an effort in purchasing recyclable items?	_____	_____
Is there commander's support?	_____	_____
Is there advertisement to support recycling?	_____	_____
Is there Building Custodian Support?	_____	_____
Is there a strong effort in reducing the amount of hazardous materials purchased and used?	_____	_____
Is there a strong effort in reducing the amount of hazardous waste generated?	_____	_____
Are personnel reviewing alternative products to replace hazardous materials.	_____	_____
<b>INSPECTOR:</b> _____	<b>DATE:</b> _____	<b>BLDG#:</b> _____

**\*Attachment 4****\*MATERIALS RECYCLED  
AT EGLIN AFB****\*MATERIALS****Metals**Heavy metal (e.g., steel,  
larger than 1/4" thick)Light metal (e.g., steel  
less than 1/4" thick)

Aluminum

Brass

Aluminum Cans

Metal Cans (empty which  
contained paint, hydraulic  
fluid, food, etc.)Aerosol Cans (depressurized)  
punctured

Target debris (Tanks, Tires,

Wood, Cellulose Type

Material, etc.)

**Paper**

Brown Paper Bags

Office White

Mixed Paper (colors, etc.)

Newspaper

Unclassified sensitive

Computer

Books (bound)

Telephone books

Classified (Destroyed)

**Organic Yard Waste****Used Tires****Cardboard (except waxed)****\*PROCESSED BY**

DRMO/Recycling Center\*

DRMO/Recycling Center\*

DRMO/Recycling Center\*

DRMO

Recycling Center

Recycling Center

Recycling Center

Generating units

DRMO

Recycling Center

Recycling Center

Recycling Center

Recycling Center

Recycling Center

Recycling Center

Recycling Center

Recycling Center

Recycling Center

Recycling Center

96 CEG/Okaloosa County

DRMO/AAFES

Recycling Center/DeCA/AAFES

**\*Attachment 4 (continued)****MATERIALS****PROCESSED BY****Plastic Containers \*\***

High Density Polyethylene,  
(HPD), type 1,  
e.g., milk jugs,  
detergent and shampoo bottles

Recycling Center

\* The Recycling Center will accept small, unidentifiable quantities.

**(Polyethylene Terephthalate,)**

(PET), type 2,  
e.g., (cough syrup  
containers, juice and soft  
drink containers, with  
screw type tops)

\*\* All screw or twist-on top type containers

**Wood**

Pallets  
Scrap/construction lumber  
Telephone poles (which do  
not contain a high  
content of creosote)

DRMO/Recycling Center  
Recycling Center  
DRMO/Recycling Center

Trees and limbs

96 CEG

Christmas Trees

MFH/Recycling Center

\*\* Scrap Metal and Scrap Wood Dumpster for Duke Field is located next to Bldg 3025

**Rubber**

DRMO

**Glass Bottles (all types/  
colors)**

Recycling Center

**Antifreeze**

Do-it-Yourself and waste contractor

Unit Generators/County

**\*Attachment 4 (continued)**

**Used oil and oil filters**  
AAFES Car Care Ctr/  
Skill Development Ctr

Recycling Center/DRMO/

Waste contractors

**MATERIALS****PROCESSED BY**

**Batteries**

DRMO

**Computer software (paper, books,  
CD ROMs, floppy discs)**

Recycling Center

**\*\*For Duke Field:** To establish a recycling pickup point for CD-ROMs, and floppy discs, just place a small, labeled box for each type of discs and one for CDs and the recycling team will pick up.

**Toner cartridges (AAC/PKOS  
purchases remanufactured  
cartridges and AAC/PKOV  
buys refills)**

Individual Generators  
submit AF Form 9 for one time  
buy or AF Form 616 for  
addition to BPA

**Changes to the above list will be made as new recyclable products are developed or become available.**

Some of these items like toner cartridges, CD-ROMs large books can be placed next to the recycling public containers, and the recycling team will pick up. The recycling pick-up days are Tuesday and Thursdays. If you have a problem with the service received from the recycling team, please call 883-6620 or 6551.

**\*Attachment 5****BUILDING CUSTODIAN  
ENVIRONMENTAL CHECKLIST**

	YES	NO
Have waste receptacles been checked for recyclable items?	_____	_____
Are recyclable items placed in recycle containers?	_____	_____
Do dumpster doors remain closed when not in use?	_____	_____
Do AF 332 for building modifications or repairs have a completed AF 813 attached and complete package forwarded to 919 SOW/EM for coordination?	_____	_____
Are used Fluorescent Light Tubes managed as Universal Waste (Attachment 15)?	_____	_____
Are closets checked periodically for hazardous chemicals?	_____	_____
If hazardous materials are present, is everything labeled and stored correctly?	_____	_____
If hazardous materials are being utilized in your building is there a Workplace Hazardous Communications Program Book established?	_____	_____
If occupants complain of odors, HVAC flow, etc., did you call 96 Civil Engineer first? Is the complaint and call logged into your building custodian book?	_____	_____
Have workplace environmental hazards been documented and Verified with 96 MDS Bioenvironmental Engineering?	_____	_____
Lead Base Paint Survey		
Asbestos Survey		
Water Quality Survey		

INSPECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_ BLDG#: \_\_\_\_\_



**\*Attachment 6****SUGGESTED ENVIRONMENTAL TRAINING**

(Check with 919 SOW Training Office for an up to date listing and additional training courses)

Title: Commanders Environmental Leadership - ENV 002

Place: AFIT

Wright-Patterson AFB, OH

Objective: Educate and provide awareness to senior leaders on the importance of environmental quality and the specific issues requiring senior leadership attention.

Title: Environmental compliance Assessment and Management Program (ECAMP) - ENV 020

Place: AFIT

Wright-Patterson AFB, OH

Objective: To comprehend the objectives, principles, and mechanics of an environmental audit/assessment.

Title: Pollution Prevention Program Operations and Management ENV 022

Place: AFIT

Wright-Patterson AFB, OH

Objective: Course emphasizes pollution prevention concepts such as source reduction of hazardous and toxic chemicals, solvent substitutions, reuses and recycling process changes and environmental awareness.

Title: Control of Environmental Pollution (SETC49037C)

Place: Center for Environmental Initiatives and hands on Training (CEIHOT)

Fort Sill, OK

Objective: Course focuses on the identification of initiatives, actions, and procedures which will reduce potentials for pollution and/or address appropriate mitigation actions relative to clean up; should accidents occur.

Title: Emergency Response to Hazardous Materials Technician (SETC495301C)

Place: CEIHOT

Fort Sill, OK

Objective: Course for personnel who are assigned to a spill response team and have the potential to be the first on scene in the event of a hazardous material/waste release or spill.

Title: Hazardous Material Management (SETC496308C)

Place: CEIHOT

Fort Sill, OK

Objective: Applying engineering and managerial technology to identify, evaluate and eliminate or reduce risks involving conditions and practices related to hazardous materials over their total life cycle including ultimate disposal.

**\*Attachment 7****USED OIL ACCUMULATION  
POINT CHECKLIST**

	<b>YES</b>	<b>NO</b>
Are containers kept closed?	_____	_____
Are containers free of corrosion and leaks?	_____	_____
Are containers clearly marked used –Oil?	_____	_____
Is there adequate aisle space provided for reading labels and emergency response equipment to pass?	_____	_____
Would run-off be contained in a dike or berm?	_____	_____
Does dike or berm have a lockable drain valve?	_____	_____
Before draining rainwater from berm, is the sheen Method conducted?	_____	_____
Are weekly inspections documented and up to date?	_____	_____
Is emergency equipment available, easily assessable, and in working order?	_____	_____
Is there a spill plan?		
Emergency response procedures posted?	_____	_____
POC posted (primary and alternate)?	_____	_____
Phone numbers posted?	_____	_____
Are training records up to date?	_____	_____
Is a copy of AAC Plan 32-5 and 32-6 readily available?	_____	_____

**INSPECTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **BLDG#:** \_\_\_\_\_

**\*Attachment 8**

**919 SOW INITIAL ACCUMULATION POINTS AND 90 DAY  
ACCUMULATION POINT**

Bldg 3067 (Paint Booth)  
Waste: Filters, Paper, sanding disk

Bldg 3067 (Paint Booth)  
Waste Paint related material liquid

Bldg 3022 (Corrosion Control)  
Waste: Alodine

Bldg 3032 (Issue Point)  
Waste Aerosol cans

90-Day Site (Across from Bldg 3022)  
Waste: Multiple

Bldg 3076 (Engine Shop)Waste: Jet Engine Rinse Water

**\*Attachment 9****Hazardous Waste Initial Accumulation Site Checklist**

Building #	Unit ID	Inspection Date	Inspector	
Manager			Alternate	
<b>Checklist Item</b>	<b>Yes</b>	<b>No</b>	<b>Required by</b>	
Are containers closed (Will not spill if upended)?			40 CFR 264.173(a)	
Are all containers free of detectable leakage?			40 CFR 264.171	
Are incompatible wastes separated/segregated?			40 CFR 264.172	
Is waste stored on an impervious surface?			AFI 32-7042	
Is there adequate aisle/access space (3ft minimum)?			AFI 32-7042	
Is there a control number on each container?			AFI 32-7042 AFMC Sup 1	
Are there complete and legible hazardous waste labels?			AFI 32-7042	
Do container contents match markings?			AFI 32-7042	
Do containers have DOT hazard class labels?			AFI 32-7042 AFMC Sup 1	
Has container exceeded capacity limit (55 gallons HW or 1 qt. Acutely HW 3days after filling)?			40 CFR 262.34 (c)(1)	
Is there a sign designating site/site manager & alternate with phone #?			AFI 32-7042 AFMC Sup 1	
Is there a posted daily operational checklist?			AFI 32-7042 AFMC Sup 2	
Is there a completed documented inspection (weekly)?			40 CFR 264.174	
Is the AAC Hazardous Waste Management Plan 32-5 available (within 5 minutes)?			AAC Plan 32-5	
Are turn in documents (DD Form 1348-1A) and waste profiles sheets (DRMS Form 1930) available within 5 minutes)?			AFI 32-7042 AFMC Sup 1	
Is no smoking posted at site if reactive & ignitable wastes are stored?			AAC Plan 32-5	
Are reactive and ignitable waste 50 feet from the base boundary?			40 CFR 264.17 & 176	
Are the manager and alternate assigned in writing by the Unit Commander (2 letter designee)?			AFI 32-7042 AFMC Sup 1	
Is the manager and alternates training current (annual requirement)			AFI 32-7042 AFMC Sup 2	

**\*Attachment 9 (continued)****Hazardous Waste 90 day Accumulation Site Checklist**

Building #	Unit ID	Inspection Date	Inspector	
Manager			Alternate	

Checklist Item	Yes	No	Required By
Are containers closed (Will not spill if upended)?			40 CFR 264.173(a)
Are all containers free of detectable leakage?			40 CFR 264.171
Are incompatible wastes separated/segregated?			40 CFR 264.172
Is waste stored on an impervious surface?			AFI 32-7042
Is there adequate aisle/access space (3ft minimum)?			AFI 32-7042
Is there a control number on each container?			AFI 32-7042 AFMC Sup 1
Are there complete and legible hazardous waste labels?			AFI 32-7042
Do container contents match markings?			AFI 32-7042
Do containers have DOT hazard class labels?			AFI 32-7042 AFMC Sup 1
Has any container exceeded the 90-day storage limit?			40 CFR 262.34 (a)
Is there a sign designating site/site manager & alternate with phone #?			AFI 32-7042 AFMC Sup 1
Is there a posted daily operational checklist?			AFI 32-7042 AFMC Sup 1
Is there a completed documented inspection (weekly)?			40 CFR 264.174
Is the AAC Hazardous Waste Management Plan 32-5 available (within 5 minutes)?			AFDTC Plan 32-4
Are turn in documents (DD Form 1348-1A) and waste profiles sheets (DRMS Form 1930) available within 5 minutes)?			AFI 32-7042 AFMC Sup 1
Is there a spill contingency plan for the site?			AAC Plan 32-5
Do all containers have a start date?			40 CFR 262.(2)
Is the number of drums noted on the inspection documentation?			FAC 62-730.160(6)
Is there adequate secondary containment for the containers (110% of total volume)?			AFI 32-7042
If area is diked is the drain valve closed?			AFI 32-7042
Is spill and emergency equipment on hand and readily available?			AFI 32-7042
Is no smoking posted at site if reactive & ignitable wastes are stored?			AAC Plan 32-5
Are reactive and ignitable waste 50 feet from the base boundary?			40 CFR 264.17 & 176
Is the manager and alternate assigned in writing by the Unit Commander (2 letter designee)?			AFI 32-7042 AFMC Sup 1
Is the manager and alternates training current (annual requirement)			AFI 32-7042 AFMC Sup 2

**\*Attachment 10****REQUIRED CONTENTS FOR ENVIRONMENTAL CONTINUITY BOOK**

TAB 1. Personnel Assigned & EM Training

TAB 2. Inspection Review (Check List)

TAB 3. Air & Aerospace Program (NESHAP)

TAB 4. 919 SOWI 32-7001 (Duke Field EM Instructions)

TAB 5. 919 SOWI 32-7002 (Duke Field Air Instructions)

TAB 6. AAC 32-5 (Hazardous Waste Plan)

TAB 7. AAC Plan 32-6 (Emergence Response & Spill Plan)

TAB 8. AAC Plan 32-7 (Recycle Program)

TAB 9. AAC Plan 32-9 (Hazardous Materials)

TAB 10. Other

**\*Attachment 11****DAILY STORAGE TANK OPERATIONAL CHECKLIST****INSPECTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **BLDG#:** \_\_\_\_\_

	<b>YES</b>	<b>NO</b>
Has the inside bermed area been checked for signs of spills or jp-8 odor?	_____	_____
Have appropriate signs been posted?	_____	_____
Is Spill kit complete and available?	_____	_____
Is berm drain valve closed?	_____	_____
Before draining rainwater - Do you check for rainbow sheen and clean water prior to draining?	_____	_____
Is monthly monitoring checklist being accomplished?	_____	_____
If spill occurred - are reports being forwarded?	_____	_____

## \*Attachment 12

## ABOVEGROUND TANK INSPECTION

### EGLIN AFB

BLDG # \_\_\_\_\_ ORGANIZATION: \_\_\_\_\_ DATE \_\_\_\_\_  
 INSPECTOR \_\_\_\_\_ ORGANIZATION \_\_\_\_\_

(1) IS THE TANK'S EXTERIOR COATING IN GOOD CONDITION?	YES NO		(15) <b>TANK WITH DISPENSER:</b> IS THERE A LINER INSTALLED BENEATH THE <u>DISPENSER</u> ?	YES NO N/A
(2) IS THE VENT PIPE OPEN AND FUNCTIONING PROPERLY? (Is the vent cap in place)	YES NO		(16) ARE RECORDS OF INSTALLATION, MAINTENANCE INSPECTIONS & TESTING OF CATHODIC PROTECTION SYSTEMS BEING MAINTAINED?	YES NO N/A
(3) IS THE TANK EQUIPPED WITH AN EMERGENCY VENT?	YES NO N/A		(17) ARE LEVEL CONTROLS AND ALARMS WORKING PROPERLY?	YES NO N/A
(4) IS THE TANK EQUIPPED WITH OVERFILL PROTECTION? (Level Gauge, Spill Bucket, etc.)	YES NO		(18) <u>BERMED AREA:</u> IS THE DRAIN VALVE LOCKED IN A CLOSED POSITION?	YES NO N/A
(5) <b>DOUBLE WALLED TANKS:</b> IS THE OVERFILL SPILL CONTAINER CLEAN AND FREE OF FUEL?	YES NO N/A		(19) THE TANK FREE FROM SIGNS OF WETTING, DISCOLORATION, BLISTERING OR LEAKAGE?	YES NO
(6) <b>DOUBLE WALLED TANKS:</b> IS THERE FUEL IN THE INTERSTITIAL SPACE? (Check with stick or view site gauge)	YES NO N/A		(20) <b>FIELD ERRECTED TANKS:</b> HAS A API 653 INSPECTION BEEN CONDUCTED?	YES NO N/A
(7) IS THE PIPING FREE OF LEAKS, RUPTURES OR CORROSION?	YES NO		(21) ARE WARNING SIGNS POSTED?	YES NO
(8) <u>PIPING: UNDERGROUND DOUBLE WALLED:</u> IS THERE FUMES OR FUEL IN THE VIEW PORT OR SUMP?	YES NO N/A		(22) IS SPILL EQUIPMENT AVAILABLE?	YES NO
(9) IS THE TANK FOUNDATION IN GOOD CONDITION? (Check for cracks, settlement, general condition of foundation)	YES NO		(23) IS HOUSEKEEPING IN ORDER? (Free of debris, limbs, leaves, etc)	YES NO
(10) IS THERE AN ISOLATION VALVE INSTALLED ON THE AST? (13 JAN 99) (Generator Tanks are exempt)	YES NO N/A		(24) IS THE REGISTRATION CORRECT?	YES NO
(11) <b>SUCTION SYSTEMS:</b> IS THERE A SINGLE CHECK VALVE INSTALLED DIRECTLY BELOW THE SUCTION PUMP?	YES NO N/A		(25) ARE MONTHLY MONITORING RECORDS BEING MAINTAINED?	YES NO
(12) DOES CONTAINMENT HAVE SUFFICIENT VOLUME?	YES NO N/A		(26) ARE RECORDS BEING MAINTAINED DOCUMENTING WHEN WATER WAS DRAINED FROM THE SECONDARY CONTAINMENT AREA?	YES NO N/A
(13) DOES THE TANK MEET UPGRADE REQUIREMENTS?	YES NO		(27) ARE PREFORMANCE CLAIMS FOR RELEASE DETECTION EQUIPMENT BEING MAINTAINED?	YES NO N/A
(14) ARE RELEASE DETECTION STANDARDS MET?	YES NO		(28) ARE REPAIR, OPERATION AND MAINTENANCE RECORDS BEING MAINTAINED?	YES NO N/A
(13) <b>BULK STORAGE FACILITIES:</b> HAS API 570 INSPECTIONS BEEN COMPLETED UNDERGROUND SINGLE WALLED PIPING?	YES NO N/A		(29) ARE UNUSUAL EVENTS REPORTED TO EMCE? (Spills, Leak detection system INOP, Fuel Change, System INACTIVE, etc.)	YES NO
(14) <b>PRESSURIZED SYSTEM:</b> IS THERE A SHEAR OR EMERGENCY SHUTOFF VALVE INSTALLED	YES NO N/A			

Comments: \_\_\_\_\_



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**Attachment 13****LEAD BASE PAINT CHECKLIST**

	<b>YES</b>	<b>NO</b>
Is an AF Form 813 submitted for all repainting request?	_____	_____
When a BEE lead paint sampling is requested on a AF Form 813 returned from EIAP Board does originator, Follow-up and insure it's completed?	_____	_____
Have you checked with the Building Custodian for additional information concerning previous painting projects?	_____	_____

**INSPECTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **BLDG#:** \_\_\_\_\_

**\*Attachment 14****SUGGESTIONS FOR OPERATIONAL RISK MANAGEMENT ANALYSIS and  
AF FORM 813 ENVIRONMENTAL IMPACT ANALYSIS PROCESS (EIAP)  
FOR  
DEPLOYMENTS FOR TRAINING OR EXERCISES**

Predeployment Phase:	State or Country deploying to Date of deployment Length of deployment Mission Type of Hazardous Material deploying Number of personnel
Beddown:	Secured area for Hazardous Material Storage Secured area for Hazardous Waste Storage Containment for fuel cans Field Kitchen disposal of garbage Field Kitchen disposal of grease Contaminated or no longer needed fuel Latrine facilities Placement of Spill Kits Spill Plan
Sustainment:	Operational modification to improve compliance
Redeployment:	Area is returned to its redeployment state What to do with Hazardous Waste Proper turn-in of Hazardous Materials

## **\*Attachment 15**

### **A15.1. MANAGEMENT OF UNIVERSAL WASTES**

\*A15.1.1. The Universal Waste Rule (UWR) became law with the publication of the Thursday, May 11, 1995, Federal Register, Volume 60, No. 91 and was adopted by the Florida Department of Environmental Protection (FDEP) in August 1995. Universal Wastes (UW) are wastes that were previously regulated hazardous waste. The requirements for the management and collection of UW are less stringent than hazardous waste regulations. Requirements for the management of UW that pertain to Eglin AFB begin in the Title 40 Code of Federal Regulations Section 273.30. Implementation of this policy required AAC/EMCW to coordinate the new policy through the local DRMO for the maximum economic benefit to the UW generators. **The major benefit of managing these previously hazardous wastes as Universal Waste is that Universal Wastes are not counted as hazardous wastes generated by Eglin AFB.** An additional benefit is that Universal Wastes does not require documented weekly inspections, and does not require establishment of an Initial Accumulation Point (IAP) or 90 day Accumulation Site (ACCS). **Current IAP sites managing Universal Wastes as hazardous wastes are no longer required to meet all the requirements for hazardous waste storage and accumulation.**

\*A15.1.2. Universal Wastes are batteries, pesticides, and mercury containing thermostats previously regulated as hazardous wastes. The Environmental Protection Agency (EPA) and the Florida Department of Environmental Protection (FDEP) may add other wastes. Additional wastes will be added dependent upon the success of this program throughout the United States and development of recycling, reuse technology for additional wastes.

\*A15.1.3. Universal Waste Batteries or Waste Batteries or Used Batteries include the battery type; Mercury, Nickel Cadmium, Lithium. UW management must prevent releases to the environment. **Mixing of different types of batteries is not permitted.** Batteries must be segregated by type; nickel cadmium batteries must be collected with nickel cadmium batteries, mercury batteries with mercury batteries. If assistance is required in identification of battery types please refer to the batteries section of this plan. Collection of non-regulated batteries is not required. Non-regulated batteries are listed and defined in the batteries section.

\*A15.1.4. Restrictions and requirements for collection and turn-in of UW. All UW items for turn-in will be accompanied by a material safety data sheet (MSDS). If there are twenty like items one MSDS will fulfill this requirement. Containers must be leak free. Battery terminals must be insulated to prevent short circuits and fire hazards. Insulation materials must be nonconductive (tape over terminals).

\*A15.1.5. Universal Waste collection site is Building 3034. You must provide the material safety data sheet to turn in your Universal Waste Batteries. Building 3034 is locked, so please call 883-6620 or 6551 for turn-in assistance.

### **\*A15.2. BATTERIES**

**\*Attachment 15 (continued)**

\*A15.2.1. Limited quantities of commercial type alkaline batteries (such as sizes AA, C, D) may be disposed of as normal refuse. Each battery should be disposed of as trash as it becomes unserviceable. Do not store for later disposal. According to Headquarters Department of the Army Technical Bulletin TB 43-0134 the following batteries are not classified as hazardous waste or universal waste in Florida:

Alkaline batteries BA-3000 series

Carbon Zinc batteries BA-2 through BA471 (except BA-245)

Lithium Manganese Dioxide Batteries (LiMnO<sub>2</sub>) BA-5372/U & BA-5516/U

Magnesium BA-4000 series discharged < eight hours charge remaining

\*A15.2.2. Lithium-Sulfur Dioxide Batteries contain reactive lithium. Lithium batteries must be totally discharged prior to disposal to eliminate the reactivity characteristic identified under the Resource Conservation and Recovery Act (RCRA). Total discharge can only be assured if there is a complete discharge device (CDD switch) installed on the battery. Totally discharged lithium batteries are not reactive waste or are they considered toxic (hazardous) waste under current RCRA toxicity characteristics criteria. Batteries equipped with a complete discharge device (CDD) render it completely non-hazardous provided the following criteria is met:

\*A15.2.3. The CDD switch is activated and the batteries are stored for a minimum of five days to eliminate any remaining reactivity.

\*A15.2.4. Batteries that show evidence of overheating, a melted plastic case, or a vented call cannot be ensured to be completely discharged and therefore are segregated from properly discharged batteries. Note: All other lithium batteries shall be collected, managed and disposed of as Universal Waste.

**\*A15.3. Other Batteries.**

\*A15.3.1. Lead acid and gel-cell batteries may be turned into the DRMO as recyclable material unless they are in a metal case. The new Universal Waste Rule and management policy will not change current management procedures for Lead Acid batteries unless they are damaged or in metal cases. The recycling contractor doesn't accept metal cases. Metal case lead acid batteries must be managed as Universal Waste.

\*A15.3.2. Due to the vast variety of batteries required to meet the missions of Eglin AFB, it is not possible to provide the specifics of each hazard for each battery. Batteries, other than those previously described must be disposed of as universal waste according to their associated hazards. For instruction on proper disposal, read the material safety data sheet and the Universal Waste Policy. Please call 883-6620, 919 SOW/EM for additional guidance.

**\*Attachment 15 (continued)**

**\*A15.4. RAGS AND WIPERS**

\*A15.4.1. Federal and FDEP regulations state the rags (also called wipers) used in cleaning or degreasing operations, in conjunction with any solvent or mixture of solvents identified under RCRA, are hazardous waste when discarded. These same rags (wipers) that are laundered when they become soiled, rather than discarded, are not considered a solid waste, therefore, not subject to regulation under RCRA. They may be used repeatedly until they reach the end of their useful life.

\*A15.4.2. Before using a clean rag (wiper), decide whether it is usable. Can it wipe up the material and be laundered without being destroyed? If not, throw the clean rag (wiper) away as normal trash. Clean, freshly laundered wipers can be thrown in the trash. If the wiper is in poor shape, throw it away before contaminating it.

\*A15.4.3. After use, store the rag (wiper) in an appropriate container (dirty rags) until laundered.

\*A15.4.4. If the rag (wiper) is destroyed during use, and has collected solvents, or hazardous materials, it shall be characterized through the use of MSDS or laboratory analysis to determine whether it is a hazardous waste, and managed accordingly.

\*A15.4.5. The Eglin AFB laundry currently accepts oily rags and rags contaminated with POL products, provided that they are not considered flammable. They are not equipped with the proper equipment to adequately clean solvent soaked rags (wipers). It is acceptable for organizations with sewer service to use their own washing machines. Laundry service for solvent soaked rags (wipers) may also be contracted out.

\*A15.4.6. Limited use of polypropylene absorbent pads is acceptable. They are most suitable for use in emergency response activities when large quantities of hazardous materials must be absorbed quickly. Polypropylene pads are difficult to recycle, or reuse. Environmental Management recommends the use of polypropylene absorbent be limited to emergency operations.

**\*A15.5. AEROSOL CANS**

\*A15.5.1. Aerosol cans shall be managed and transported as hazardous material until such time as they are returned to the issue point. If aerosol cans are **collected prior to being punctured they must be managed as hazardous wastes at an Initial Accumulation Point (IAP) or a 90-day Accumulation Site (ACCS).** When aerosol cans are returned, the issue point manager shall then determine if the container is suitable for its intended purpose (usable). If the container is no longer usable, it shall be punctured and the residual material collected, stored and disposed of as a solid or hazardous waste or recyclable material as appropriate. Punctured aerosol cans may then be managed as scrap metal and be turned in at the recycling center.

**\*Attachment 15 (continued)**

\*A15.5.2. Un-punctured aerosol cans collected in a manner other than the above procedure may be construed as a hazardous waste due to the reactive characteristic of the container. Title 40 of the Code of Federal Regulations describes reactive waste as □ A solid waste that exhibits the characteristic of reactivity if a representative sample of the waste is capable of detonation or explosion if it is subjected to a strong initiating source or if heated under confinement. Therefore, generating and transporting bulk quantities of empty containers to and from IAPs, ACCSs and/or issue points is against the law and highly discouraged.

\*A15.5.2. Aerosol can puncturing devices purchased by AAC/EMC are currently located at the following locations:

ORGANIZATION	SITE	PH#	UNITS	LOCATION
46 TW	90 day ACCS Site	26471	3 units	Eglin Main
AAC/EMCP	Recycling Center	27744	1 unit	Eglin Main
96 CEG/CEOIX	Exterior Electric	23255	1 unit	Eglin Main
96 TRANS/LGTMD	Transportation	22727	1 unit	Eglin Main
<b>919 LSS/LGSP</b>	<b>H/M ISSUE POINT</b>	<b>36551</b>	<b>1 unit</b>	<b>Duke Field</b>
16MXS/LGMSH		23153	1 unit	Eglin Main
33 FW	90 day ACCS site	34257	1 unit	TAC area
728 ACS/CE		34491	3 units	TAC area
96 MEDGP/Hospital			1 unit	
20 SSS/CE C-6			1 unit	
US Army Ranger Camp Rudder				

**\*A15.6. DISPOSAL OF FLUORESCENT LAMPS AND MERCURY-CONTAINING DEVICES**

\*A15.6.1. The state Of Florida revised the requirements for handling fluorescent light bulbs and mercury-containing devices in the new regulation “The Management of Spent Mercury-Containing Lamps and Devices Destined for Recycling” (Florida Administrative Code 62-737, effective 17 Jan 2000).

\*A15.6.2. All fluorescent lamps, mercury vapor and high intensity discharge lamps, and mercury containing devices on Eglin AFB will be handled as Universal Waste.

\*A15.6.3. It is recommended that faulty lamps be stored in their original container and the out side of the box be labeled “Universal Waste Mercury Lamps”. If the faulty lamps are not in a labeled box, each bulb must be labeled “Universal Waste Mercury Lamps”.

\*A15.6.4. Mercury containing devices are defined as any electrical product, or other device, excluding a battery or a mercury-containing lamp, which has been determined by FDEP to release mercury into the environment. Examples are mercury thermostats, electric mercury

**\*Attachment 15 (continued)**

switches and relays, thermometers, manometers, ampoules removed from lamps, and other devices that contain liquid mercury as a component necessary for their operation. Mercury-containing devices will be containerized and labeled "Universal Waste Mercury Devices".

\*A15.6.5. Boxes or individual "Universal Waste Mercury Lamps" and "Universal Waste Mercury Devices" will be dated the day that the first universal waste is generated. Universal Waste may be accumulated for six months.

\*A15.6.6. You may take your Waste Mercury Lamps to building 3034. 919 SOW has a collection point at this site. For more information contact 919 SOW/EM at 883-6620.

**\*A15.7. USED FILTERS**

\*A15.7.1. Used oil/hydraulic/fuel filters must be drained of any liquids that they may contain. Do not mix filter types such as oil and fuel filters. Each filter type should be placed in a separate container. JP-8 filters may be put with oil filters but JP-4 and MOGAS filters must be separate. Florida law provides that used oil filters may not be disposed in a landfill (FAC 62-710).

\*A15.7.2. Organizations may use the following procedures to dispose of filters:

\*A15.7.3. Oil/Hydraulic fluid (element only) type filters: Must be drained. These filters can then be processed, as non-regulated waste through the DRMO/Processing must be completed through the EM office.

\*A15.7.4. Fuel filter elements other than JP-8 may require disposal as hazardous waste because of their potential ignitable characteristic.

\*A15.7.5. Filters with metal cases will be turned in to the recycling center at no cost to the generator for metal reclamation. Turn-in procedures are the same as for used oil. Filters **must not be crushed.** All filters must be accounted for as each and actual count is recorded in blocks 23,24, and 25-29 on DD Form 1348-1. **All filters must be drained prior to turn-in.** Please see ACC Plan 32-7 for further details on used oils and petroleum products.

\*A15.7.6. Additional alternatives exist through the use of contract services. Current contract service will dispose of oil and hydraulic filters. Contracted service will supply a 30-gallon open top drum for the accumulation of filters. The contractor will pick up full drums when notified, or when scheduled. Use of contract services does not relieve, eliminate, or modify regulations for the storage, management or inspections of hazardous wastes. Requirements listed in the ACC Hazardous Waste Management Plan 32-5 are valid and pertain to wastes on contract for disposal.

**\*Attachment 15 (continued)**

**\*A15.8. COMPRESSED GAS CYLINDERS**

\*A15.8.1. Cylinders containing oxygen and nitrogen may be vented to the air and valves removed. Then the cylinders may be turned into DRMO as scrap metal.

\*A15.8.2. Disposal expenses can be eliminated and or significantly reduced by reading the complete Material Safety Data Sheets. Many compressed gas suppliers/manufactures will allow customer to return their products at little or no cost. Most fees are for the shipping/transportation of the cylinders to them. If the manufacture will accept the returned product, please contact AAC/EMCW at 882-2879. AAC/EMCW will verify that the cylinder and gas contents are not being disposed of. Appropriate documents will be needed to process the material and return it to the manufacturer. The time and expense spent by the local unit will prevent Eglin AFB from generating a hazardous waste and save disposal expenses. This is a particular advantage if there is no existing disposal contract for the type of compressed gas being discarded.

\*A15.8.3. Eglin AFB DRMO currently maintains a disposal contract for the following compressed gas cylinders:

\*A15.8.3.1. Oxygen

\*A15.8.3.2. Acetylene

\*A15.8.3.3. Propane

\*A15.8.3.4. Chlorine

\*A15.8.3.5. Chlorofluorocarbons

\*A15.8.3.6. Fire extinguishers (CO2)

\*A15.8.4. For disposal of other types of cylinders, organizations may call AAC/EMCW at 882-6282 for assistance. There are more compressed gas cylinders authorized on the removal contract than can be listed here. Please have the following information available: (1) type of gas in cylinder and (2) size of cylinder. Sizes are small (equal to or less than 24 inches long), medium (more than 24 inches but less than 37 inches long), and large (equal to or longer than 37 inches).

**\*A15.9. SOLDER**

\*A15.9.1. Solder is accepted at the Eglin Recycling Center off of Range Road on Eglin Main Base as scrap metal. The Recycling center is open Monday through Friday from 0700 till 1500. **Solder does not need to be collected or managed as hazardous waste.** Scrap metal is defined in Title 40 of the Code of Federal Regulations section 261.1 (6) and solder is specifically



**\*Attachment 15 (continued)**

mentioned and identified as scrap metal. Scrap metal is not subject to regulation under Title 40 of the Code of Federal Regulation Section 262. Section 261.6 (A)(3)(iii), which excludes scrap metal. Initial Accumulation Points (IAP) collecting solder should be deactivated. Continue to collect solder residues and turn them in as scrap metal to the recycling center when quantities are sufficient to warrant transport or transfer.

**\*A15.10. FREE LIQUID CLARIFICATION**

\*A15.10.1. If a container has visible liquid or will drip when turned over, there are free liquids in the container. Free liquids can increase disposal costs of some waste streams. Pads used to recover fuel spills, drips, and or leaks from aircraft are a large waste stream for Eglin AFB. Significant reductions of hazardous waste have been achieved through the use of JP-8 fuel. JP-8 has a lower benzene content than previous fuel, and the resulting residues are not regulated for their benzene content. Pads used to absorb JP-8 should be wrung out as completely as possible prior to placing in a waste container. This reduces the liquid content. Liquids tend to settle to the bottom of drums during storage (collection). To counteract this, dry unused pads may be put in the bottom of drums used to collect absorbent pads as they are placed in service.

\*A15.10.2. If drums classified as a Non-Regulated solid waste are discovered during the turn-in process to the DRMO the drums may be rejected. Rejected drums would need to be reclassified. States are allowed to regulate hazardous wastes as long as the state requirement is as stringent or more so than the Federal regulation. Many Eglin wastes are disposed of out of state. Since Eglin wastes are disposed, or may be disposed, out of state, free liquids must be eliminated as much as possible. Free liquids can also exhibit a flash point, and this would cause the classification of the waste to change thereby increasing disposal costs.

\*A15.10.3. JP-8 and Hydraulic contaminated pads are stored in Bldg 3034. Ensure drums do not contain free liquid when placed in the building. Please call 883-6620, 919 SOW/EM for assistance.

**\*A15.11. RECYCLING PLASTIC MEDIA BLAST**

\*A15.11.1. Plastic media blast (PMB) can be recycled and exempted from hazardous waste management requirements under certain conditions as specified in Title 40, Code of Federal Regulations 261.2(e)(1)(I) & (ii). Spent PMB from paint or corrosion removal and other industrial processes may be exempted when approved for centralized recycling through AAC Environmental Compliance (EMC). AAC/EMC, Pollution Prevention, manages an installation PMB recycling contract that enables the media to meet the conditions in 40 CFR 261.2(e)(1)(I)... "Used or reused as ingredients in an industrial process to make a product, provided the materials are not being reclaimed; "or (ii)..." "Used or reused as effective substitutes for commercial products.

**\*Attachment 15 (continued)**

\*A15.11.2. Recycling PMB will reduce Eglin's hazardous and solid waste streams and erase a potential environmental liability. Organizations with PMB to recycle must coordinate the effort through Pollution Prevention (882-6282) in order to comply with contract provisions. One stipulation of this agreement requires the consumer to buy the PMB from the recycling agency. Afterward, per the contract, the supplier retrieves the spent PMB as a material for manufacture of plastic commercial products. PMB collection drums must be clearly marked Plastic Media Blast for Recycling, and they must be kept closed except while depositing PMB.

\*A15.11.3. Deviations from basic storage and handling rules or carelessness could lead to violations of environmental regulations. Dust accumulation or unattended spills could render the material abandoned and hazardous waste. Mixing PMB with other wastes could contaminate it beyond recovery and create a regulated and expensive hazardous waste stream. AAC/EMC will provide detailed information to PMB users to initiate the recycling initiative.

**\*Attachment 16****\*A16.1. HAZ-MAT SPILL RESPONSE**

\*A16.1.1. Call “911” and report the following:

- Location of spill
  - Type of chemical, if unknown - so state
  - Size of spill (ounces, gallons, pounds)
  - The flow of the spill (free flowing, drip, no flow)
  - Any injuries
- (Follow Fire Department instructions)

\*A16.1.2. Activate available alarms and notify Facility Manager

\*A16.1.3. Contain the spill. (If safe to do so with appropriate protective equipment.)

\*A16.1.4. Secure spill site (remove untrained personnel)

\*A16.1.5. Notify the Command Post 883-6701 and 919 SOW/EM 883-6620 or page 664-4412.

**\*Attachment 17****\*A17.1. EGLIN AIR FORCE BASE SPILL DISCHARGE REPORT**

NOTE: This form is for reporting all spills and accidental discharges of petroleum, oils, lubricants, chemicals, and hazardous waste regardless of the quantity. Please complete this form and hand carry or Fax (882-3761) to AAC/EMC, Bldg. 696 within 4 duty hours of the spill occurrence.

Responsible Organization: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date of Spill: \_\_\_\_\_ Time of Spill: \_\_\_\_\_  
hrs

Type of Pollutant: \_\_\_\_\_ Vehicle/Tail No. #: \_\_\_\_\_

Estimated Amount (gallons): \_\_\_\_\_

Location of Spill: \_\_\_\_\_

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

Cause of Spill: \_\_\_\_\_

Human Error      Equipment Failure      Act Of Nature      Over Pressure      Accident      Other

Containment/Cleanup Actions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Actions taken to prevent future occurrence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and Grade of Commander

Signature

Date

**\*Attachment 18****SAMPLE FOR  
SPILL RESPONSE PLAN FOR HAZARDOUS WASTE SITES**

**\*A18.1. NOTIFICATION AND INITIAL SPILL RESPONSE:** In the event of a spill the following actions should be taken. The order of the actions will depend on existing conditions.

\*A18.1.1. Activate emergency alarms, if any.

\*A18.1.2. Evacuate area.

\*A18.1.3. Dial “**911**” and give your name, the type of hazardous waste spilled, the location of the spill and the estimated quantity of the spill. Dial 883-6701 (Duke Field Command Post) and provide the same information.

\*A18.1.4. Restrict all sources of ignition.

\*A18.1.5. Immediately notify supervisor in charge.

\*A18.1.6. Supervisor will:

\*A18.1.6.1. Make sure an employee roll call is conducted to discover whether any personnel are trapped in the affected area.

\*A18.1.6.2. Initiate containment action, if personnel have received Hazard Communication Training, which includes instructions on the hazards associated with the waste spilled and proper procedures for emergency activities. Untrained personnel shall not participate in emergency activities that involve direct contact with hazardous waste.

\*A18.1.6.3. Report to acting on-scene coordinator/commander upon spill response team arrival and provide assistance until team is fully operational.

**FOLLOW UP ACTION:**

Complete a Spill Discharge Report (Attachment 17), and submit to AAC/EMC within 4 hours following the release.

**\*A18.2. SPECIAL PRECAUTIONARY MEASURES:**

\*A18.2.1. Storage site is located \_\_\_\_\_. To enter the area safely, use entrance as marked on attached site plan. (Example attached)

\*A18.2.2. Proper safety equipment (including \_\_\_\_\_) shall be worn when handling hazardous waste or materials.

**\*Attachment 18 (continued)**

\*A18.2.3. Refer to Material Safety Data Sheets (MSDS) for particular hazards and precautionary measures for specific chemical materials. MSDS's are maintained \_\_\_\_\_.

**\*A18.3. PROBABLE SPILL ROUTE:** \_\_\_\_\_.

\*A18.3.1. NOTE: The "Probable Spill Route" will be the area where the release will migrate, e.g., contained within the work area, release to sanitary sewer, release to containment, releases to soil, etc.

**\*A18.4. CONTAINMENT, CLEANUP AND DISPOSAL:**

\*A18.4.1. Assure that containment devices as applicable are intact (e.g. dike drains).

\*A18.4.2. Special dike may be used to contain spills such as sand bags, sand clay and spill pillows. These materials are located \_\_\_\_\_.

\*A18.4.3. Spill Residues shall be placed in open top drums and disposed of in accordance with standard RCRA hazardous waste disposal procedures. Specific instructions may be obtained by calling 919 SOW/EM 883-6620 or 882-6282 ext 445.

**\*A18.5. EMERGENCY EQUIPMENT:** Emergency equipment available at the storage area consists of the following:

\*A18.5.1. \_\_\_\_\_

\*A18.5.2. \_\_\_\_\_

\*A18.5.3. \_\_\_\_\_

**\*A18.6. EVACUATION PLAN:** Evacuation of the storage site shall be performed according to the following.

\*A18.6.1. The signal to begin evacuation shall be by voice command and initiated by the person discovering the spill or the appropriate supervisor.

\*A18.6.2. Primary and alternate evacuation routes are shown on the attached site plan.

**\*A18.7. POSTING REQUIREMENTS:**

\*A18.7.1. This site-specific contingency plan shall be posted prominently at the hazardous waste accumulation site or initial accumulation point. Additionally, a sign, identifying the site monitor/alternate with telephone extensions shall also be posted at the site.

**\*Attachment 18 (continued)**

\*A18.7.2. The plan shall be updated at least annually or on an as needed basis and forwarded to 919 SOW/EM for coordination, prior to submitting to AAC/EMCW for use in updating the overall base contingency plan.

Mark safe entrances to buildings with an arrow. Primary and alternate evacuation routes with a “•”, use different colors to designate primary or alternate.

**\*Attachment 19****\*A19.1. MULTIMEDIA ASSESSMENT CHECKLIST**

(These questions are a guide to help squadrons or sections develop their own checklist or copy this one, if it meets your requirements.)

**Resource Conservation and Recovery Act (RCRA)**  
**(40CFR part 260-270)**

**YES    NO**

Does the facility generate anything that looks like waste material?  
 that might contain hazardous constituents?  
 (If so, describe what the facility says regarding the RCRA regulatory  
 status of the waste material and their rationale for such determination.)

\_\_\_\_\_

\_\_\_\_\_

Have they made a RCRA waste identification and what was that?  
 determination?

\_\_\_\_\_

\_\_\_\_\_

Have they determined the waste to exempt from regulation and why?

\_\_\_\_\_

\_\_\_\_\_

Do they have a waste management plan?

\_\_\_\_\_

\_\_\_\_\_

What is the annual quantity of hazardous waste generated?

\_\_\_\_\_

\_\_\_\_\_

Do HW sites have a daily operational checklist?

\_\_\_\_\_

\_\_\_\_\_

Do HW sites have a weekly checklist?

\_\_\_\_\_

\_\_\_\_\_

Is there a Spill Response Plan?

\_\_\_\_\_

\_\_\_\_\_

What is the EPA Identification number?

\_\_\_\_\_

\_\_\_\_\_

Do personnel maintain current training certificates?

\_\_\_\_\_

\_\_\_\_\_

Are there any hazardous waste storage sites or POL sites?

\_\_\_\_\_

\_\_\_\_\_

Are the beams around the hazardous waste sites or POL sites?  
 in poor condition?

\_\_\_\_\_

\_\_\_\_\_

Any evidence of past releases observed?

\_\_\_\_\_

\_\_\_\_\_

Is there a drain valve to control rainwater from the berm?

\_\_\_\_\_

\_\_\_\_\_



**\*Attachment 19 (Continued)**

	YES	NO
Does the valve remain closed when not in active use?	_____	_____
For collected rain water which is determined to contain petroleum products (Rainbow Sheen), is water cleaned prior to drainage?	_____	_____
Are there records of past spills?	_____	_____
Are containers of hazardous waste and POL products in good condition?	_____	_____
Are containers appropriately marked?	_____	_____
<b>Hazardous Material (29 CFR part 1910)</b>		
Are there any previous findings? If so, review findings.	_____	_____
Are all hazardous material containers properly labeled?	_____	_____
Are hazardous materials stored properly?	_____	_____
Are areas where hazardous materials are stored and/or used around the installation free from accumulations of materials that create a hazard from tripping, fire, explosion, spillage, or pest harborage?	_____	_____
Is housekeeping in good order?		
- Are Drums/containers are not leaking and are tightly sealed?	_____	_____
- Are Drip pans and/or absorbent material placed under components prone to spills and containers that hold hazardous material?	_____	_____
- Are dispensing areas for hazardous materials located away from catch basins and storm drains?	_____	_____
Do Hazardous Communication Program contain the appropriate material?	_____	_____
Are personnel working with hazardous materials properly trained in handling, storing, and disposal?	_____	_____
Are personnel trained in Workplace Hazardous Communication Program?	_____	_____

**\*Attachment 19 (continued)**

	YES	NO
Is there a spill kit located in the area where Hazardous Materials are stored and used?	_____	_____
Are there fire extinguishers in place in quantity and type needed for the hazards of operations and storage?	_____	_____
Are flammable and combustible liquids stored in closed containers?	_____	_____
Are indoor flammable lockers vents closed?	_____	_____
Are outdoor flammable lockers vents opened?	_____	_____
Are markings on compressed gas cylinders legible and appropriate?	_____	_____
Are compressed gas cylinders securely stored? (Cylinders can be tightly chained to a structure to prevent falling over.)	_____	_____
Are flammable compressed gas storage areas appropriately marked? Are they stored separately from other gases? - No Smoking	_____	_____
- Are there Appropriate outside (flammable) markings?	_____	_____
<b>Air Emissions (CFR 40 part 70)</b>		
Is there a stationary source inventory completed?	_____	_____
Are there primary and alternate operators appointed?	_____	_____
Is there a current operating instruction for individual stationary Sources? Does the instruction include permitted air emissions levels? Are procedures clearly stated as to what actions are to take place if Stationary source exceeds permitted levels?	_____	_____

**INSPECTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **BLDG#:** \_\_\_\_\_